

U/01E (HMD)

25X1

12 February 1987

MEMORANDUM FOR: Deputy Director of Personnel for  
Policy, Analysis and Evaluation

VIA: Director of Training and Education

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FROM:

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SUBJECT: Request to Restore Forfeited Annual Leave -

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1. It is requested that approval be granted to restore 80 hours of forfeited annual leave for

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2. is an Instructor assigned to the Office of Training and Education. Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements

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3. In view of the above, it is requested that 80 hours of annual leave be restored for. A copy of his leave request and subsequent denial is attached.

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Attachments:

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- A -
- B - Earnings and Leave Statement
- C - Application for Leave and Disapproval

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CONCUR :

Date

Date \_\_\_\_\_

DA/OTE/[REDACTED]:ss (12Feb87)